

Administrative - Internal Use Only

DDA Registry

File 09m 1-4

DD/A 74-3426

5 September 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Acting Chief, ISAS
Chief, CIA History Staff
Director of [redacted]

SUBJECT : Management Conferences - FY 1975

REFERENCE : Memo dtd 31 Jul 74 fr A-DD/M&S;
same subject

It has been brought to our attention that the FY 75 management conference schedule (November - July) does not allow sufficient time for some Offices to prepare their status reports at the end of each two month period prior to the scheduled conferences. A new schedule is attached. The September conferences are not changed because they do not present a time problem.

15/
[redacted]
A/Chief, DD/A Plans Staff

Attachment

DDA/PS: kbp [redacted]

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- 1 - Ea other adse w/Att.
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- 1 - PS w/Att.

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Attachment to
DD/A 74-3426

FY 1975 Management Conference Schedule (Revised)

	OJCS	16 September	1300	OP	24 September	1030	
	HS	17 September	1030	<input type="checkbox"/>	24 September	1300	STAT
	OMS	18 September	1300	OTR	25 September	1030	
	OC	19 September	1030	OF	26 September	1030	
	ISAS	20 September	1300	OL	27 September	1030	
	OS	23 September	1300				
	OJCS	18 November	1300	OC	22 November	1300	
	OP	19 November	1030	ISAS	25 November	1300	
STAT	HS	19 November	1300	OF	26 November	1030	
	<input type="checkbox"/>	20 November	1030	OL	27 November	1030	
	OMS	20 November	1300	OS	27 November	1300	
	OTR	21 November	1030				
	OS	16 January	1030	OMS	24 January	1300	
	OJCS	17 January	1300	OC	27 January	1300	
	HS	20 January	1300	OF	28 January	1030	
STAT	OP	21 January	1030	OL	29 January	1030	
	<input type="checkbox"/>	22 January	1030	ISAS	30 January	1300	
	OTR	23 January	1030				
	OP	18 March	1030	OF	25 March	1030	
STAT	OMS	18 March	1300	OL	26 March	1030	
	<input type="checkbox"/>	19 March	1030	OC	27 March	1030	
	OTR	20 March	1030	ISAS	28 March	1300	
	OJCS	21 March	1300	OS	31 March	1300	
	HS	24 March	1300				
	OJCS	19 May	1300	OC	23 May	1300	
	OP	20 May	1030	OF	27 May	1030	
STAT	HS	20 May	1300	ISAS	27 May	1300	
	<input type="checkbox"/>	21 May	1030	OL	28 May	1030	
	OMS	21 May	1300	OS	28 May	1300	
	OTR	22 May	1030				
	OP	15 July	1030	OL	23 July	1030	
STAT	<input type="checkbox"/>	16 July	1030	OMS	24 July	1030	
	OTR	17 July	1030	OC	25 July	1300	
	OJCS	18 July	1300	ISAS	29 July	1030	
	HS	21 July	1300	OS	30 July	1030	
	OF	22 July	1030				

Approved For Release 2003/04/29 : CIA-RDP84-00780R005800110002-7

OJCS 1104-74
13 August 1974

MEMORANDUM FOR: Chief, DD/M&S Plans Staff

SUBJECT : Management Conferences - FY 1975

REFERENCE : Memo to D/OJCS from DD/M&S, dtd 31 Jul 74,
same Subj (DD/M&S 74-2802)

1. During our 19 July DD/M&S bi-monthly management conference, Mr. Blake reviewed his plans for future meetings. I raised only one minor point--that meetings should be scheduled after the two-month period covered in the objectives so that we would not be trying to report for a period that was not yet completed. Mr. Blake agreed and said that the new schedules would take care of this.

2. Reference provided the schedules for FY-75 and requested that bi-monthly status reports be submitted to the DD/M&S Plans Staff eight working days prior to a scheduled conference. This advance time is necessary so that the Plans Staff can prepare an agenda and issues, and Offices have time to prepare a response to these. Here is what the OJCS schedule will be under this plan:

<u>Date of Meeting</u>	<u>Date Material Due in DD/M&S</u>	<u>Period Covered</u>
19 September	9 September	July-August
5 November	24 October	Sept-October
7 January	26 December	Nov-Dec
4 March	20 February	Jan-Feb
6 May	24 April	Mar-April
1 July	19 June	May-June

3. Even without allowing four or five days for preparation and review of objectives within OJCS, it can be seen that (except for the September meeting) we will not have completed any of the reporting periods before the material is required

in DD/M&S. If time is allowed for internal OJCS preparation and review, we will be trying to report on the second month of the period when we are just about half way through it.

4. Could the schedule for OJCS be aligned somewhat like the month of September to overcome this problem?



Chief, Planning Staff, OJCS

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STAT

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File OFM 1-4

DD/M&S 74-2802

31 JUL 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS
Chief, CIA Historical Staff
Director of

SUBJECT : Management Conferences - FY 1975

REFERENCES : A. Multiple Adse memo dtd 13 May 74 fr DD/M&S;
same subject (DD/M&S 74-1551)
B. Memo dtd 15 May 74 to DD/M&S Planning Officers
fr C/DDM&S/Plans Staff; same subject
(DD/M&S 74-1753)

1. Reference A includes a statement on Mr. Brownman's decision to hold quarterly rather than bimonthly management conferences in FY 1975. Reference B presented a schedule for such quarterly conferences.

2. I have discussed with most of you my decision to continue with bimonthly management conferences in FY 1975 as we have done in FY 1974. Let me summarize why I believe a continuation of bimonthly conferences will be of mutual benefit. Tracking the objectives developed for the Directorate MBO system on a bimonthly basis helps maintain manager discipline, interest, motivation and momentum. In addition to monitoring the longer term objectives, the conferences offer an excellent opportunity to track operational activity in pursuit of short term objectives. The conferences offer us a frequent opportunity for continuing professional dialogue. There is need for continuing the transfer of knowledge, information and communication between the Deputy Director and his key Office managers; bimonthly conferences will facilitate these transfers. Bimonthly conferences also offer us the chance to surface and explore longer range planning issues, issues of immediate concern, and problems which we can solve jointly.

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-2-

3. At a minimum, conference attendees from the major Offices will include the Office Director, his principal Deputy, and the Office's senior planning officer.

4. The DD/M&S Plans Staff will continue to raise issues and present questions which will appear on the agenda of upcoming conferences. As principal line managers you are responsible for keeping us aware of new issues and potential problems. Therefore, it is expected that each of you will also raise issues and problems for discussion at these conferences, and will reflect them in the status report submitted prior to each session. In order for each of you to receive the agenda several days before a conference and have time to prepare a response to the issues raised by this Office, please submit your bimonthly status report to the DD/M&S Plans Staff eight (8) working days prior to a scheduled conference. Attached is a new schedule for the FY 1975 conferences.

5. In addition to management conferences, I feel there is a need for monthly reviews of the Directorate budget execution process. I will elaborate on this and issue a schedule within the next month.

15/
John F. Blake
Associate Deputy Director
for
Management and Services

Attachment:
FY 1975 Management Conference Schedule

DDM&S/PS:MJR:kbp/[] (26 July 74)

Retyped: 30 July 74

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Attachment to
DD/M&S 74-2802

FY 1975 Management Conference Schedule

Except where noted, normal scheduled time: 10:30

QJCS	16 September (1:00)	OP	24 September	
HS	17 September	<input type="checkbox"/>	24 September (1:00)	STAT
OMS	18 September (1:00)	OTR	25 September	
OC	19 September	OF	26 September	
ISAS	20 September (1:00)	OL	27 September	
OS	23 September (1:00)			

QJCS	5 November	OP	19 November	
HS	6 November	<input type="checkbox"/>	20 November	STAT
OMS	7 November	OTR	21 November	
OC	12 November	OF	26 November	
ISAS	13 November	OL	27 November	
OS	14 November			

QJCS	7 January	OP	21 January	
HS	8 January	<input type="checkbox"/>	22 January	STAT
OMS	9 January	OTR	23 January	
OC	14 January	OF	28 January	
ISAS	15 January	OL	29 January	
OS	16 January			

QJCS	4 March	OP	18 March	
HS	5 March	<input type="checkbox"/>	19 March	STAT
OMS	6 March	OTR	20 March	
OC	11 March	OF	25 March	
ISAS	12 March	OL	26 March	
OS	13 March			

QJCS	6 May	OP	20 May	
HS	7 May	<input type="checkbox"/>	21 May	STAT
OMS	8 May	OTR	22 May	
OC	13 May	OF	27 May	
ISAS	14 May	OL	28 May	
OS	15 May			

QJCS	1 July	OP	15 July	
HS	2 July	<input type="checkbox"/>	16 July	STAT
OMS	3 July	OTR	17 July	
OC	8 July	OF	22 July	
ISAS	9 July	OL	23 July	
OS	10 July			